

46P
DD/A Registry
85-1049

JUL 26 1985

MEMORANDUM FOR: Executive Director

VIA: Deputy Director for Administration

FROM: Robert W. Magee
Director of Personnel

SUBJECT: Assignment Policy

1. ACTION REQUESTED: That you approve a recommendation contained in paragraph 4.

2. BACKGROUND: There has been a great deal of confusion recently concerning Agency policy and/or practice governing assignments. Of particular concern is the movement of new employees from their initial assignments before the hiring component has realized any benefit from the employee. The concern also applies, however, to employee-generated moves through the vacancy notice system or through other available means where the newly-assigned employee wants to pursue an opportunity shortly after a reassignment. These fast moves create a staffing instability and have a negative effect on the accomplishment of the component's missions and goals.

3. DISCUSSION: We believe that the Agency benefits from the movement of its employees because of the broadening aspects of assignments in different areas or fields and such moves should be encouraged. However, there is also a need to provide components with a measure of stability, and to provide employees an opportunity to establish a solid performance record. To that end we are proposing the policy outlined in paragraph 4, which merely extends those rules which now apply to vacancy notices to all employee-initiated reassignments. Should this policy be approved, we propose to announce it in a Headquarters Notice as shown in the attachment.

4. RECOMMENDATION: That the following policy be approved:

a. Unless reassignment is initiated, or approved, by the Head of the Career Service or his designee, all employees, including new hires, will remain in an assignment for a period of one year;

b. Unless reassignment is initiated, or approved by the Head of the Career Service or his designee, all employees, including new hires, who receive four months or more of training will remain in the assignment related to the training for a period of one year following completion of the training.



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c. Once an employee-initiated reassignment has been properly authorized, components shall arrange a mutually satisfactory release date. This release date must be within six weeks after the employee has been approved for reassignment, unless the gaining component agrees to the delay.

Robert W. Magee

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Attachment

CONCUR:

/s/ Harry E. Fitzwater

29 JUL 1985

Deputy Director for Administration

Date

STAT



Executive Director

31 JUL 1985

Date

STAT

OP/P&RS



(25 July 85 rewrite)

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